SUBJECT: Upcoming changes to the CareerConnector job application process

On June 19, 2006 CareerConnector, the online job application system for the Department of the Treasury, will be integrated with the Office of Personnel Management's USAJOBS website. Currently, TTB uses Career Connector for recruiting non-bargaining unit positions. This integration will make it easier and more efficient for you to apply for Federal positions and manage your online applications.

This process will allow you, as an applicant to:
- ☼ Create and store up to five resumes online
- ☼ Create search agents to receive email notifications for new job postings throughout the government
- ☼ Use one login to apply for jobs throughout Treasury and other Federal organizations
- ☼ Track the status of jobs you have applied for through USAJOBS in one central location

To prepare for this change and familiarize yourself with the new process, we recommend you create an account on USAJOBS (www.usajobs.opm.gov). If you have not applied for a Federal vacancy posting using USAJOBS, you will need to create a new account, consisting of personal information, user id and password, and at least one Federal resume. If you are already registered in the USAJOBS system you do not need to reregister. Once established, your USAJOBS account will enable you to post multiple resumes online, apply to Treasury jobs as well as other Federal jobs, and receive automated job alerts.

Please be aware that after June 16 2005, the information you have in CareerConnector, including your resume, will no longer be available. In addition, New Job listings will no longer be sent from Career Connector.

Here are some quick tips on the USAJOBS Registration process (www.usajobs.opm.gov):

Once at USAJOBS, select the MY USAJOBS option and click "Create Your Account Now!"

1. Establish account information
You will first be prompted to provide contact information, establish user access information and provide citizenship and Veterans' preference information. After providing this information, you will be taken to your new personal page where you can choose to **create a new resume** or **set up email notification agents** to alert you to new jobs posted to USAJOBS.

2. Create and Store a Resume
Follow the instructions to create your new resume on USAJOBS using the Resume Builder provided. The resume builder consists of four steps: Getting Started; Experience; Related

Information and Finishing Up. Resumes created on USAJOBS will be centrally stored and can be used to apply for other vacancies within the Federal government. An added benefit: You can store up to 5 resumes on USAJOBS!

Please note: In order to use your current CareerConnector resume to populate your new USAJOBS resume, you must first retrieve it from CareerConnector.

Your CareerConnector resume will no longer be available after June 16, 2006.

3. Create a Job Search Agent (Email notification)
USAJOBS allows the creation of up to 10 different search agents to receive email notification of new jobs postings that may be of interest to you. These notifications can be set up to send you job postings available throughout the entire Federal government if you wish.

USAJOBS email notification agent(s) will replace any notification preferences you may have set up in CareerConnector.

4. Apply for jobs
After establishing your USAJOBS account and creating at least one resume, you are ready to apply for new positions. When you find a job of interest, simply login to USAJOBS and follow the instructions provided in the vacancy announcement to complete the application process!

Additional information on the application process can be found at:
http://www.usajobs.opm.gov/firsttimers.asp

Frequently Asked Applicant Questions:

Q1: Why do I have to use USAJOBS to apply for a job?

A: Most Federal agencies use USAJOBS to recruit applicants for their positions.   The Department of Treasury has integrated its job search system with USAJOBS to make it quicker and easier for applicants to find and apply for jobs in which they are interested. You must create a user account and at least one Federal resume at USAJOBS. Information you provide in USAJOBS is general information completed by all applicants. The information you provide and your Federal resume will become part of your application and will automatically be transferred to CareerConnector, Treasury's Online Recruitment System, when you apply online.

Q2: What happens in the CareerConnector recruitment system?

A: In the CareerConnector system, you will answer vacancy specific questions necessary to evaluate your qualifications for the specific job to which you are applying. When completed, the information you provided at USAJOBS and the answers to the questions become your application. After the vacancy closes, the Human Resource Specialist uses the CareerConnector Recruitment System to identify well-qualified candidates and refer them for consideration for the position advertised.

Q3: Can I create a resume online?

A: Yes. You must create at least one resume using the USAJOBS resume builder to apply for vacancy announcements through USAJOBS. During your registration with USAJOBS, you will be prompted to create a Federal resume. In fact, you have the capability of creating and storing up to five resumes. Once created, you can update or change your resumes. When you apply for a particular vacancy, the system allows you to select which resume you would like to use and automatically attaches it to that particular vacancy announcement as part of your application. If you apply for more than one vacancy, you may wish to update your resume at that time to correspond more closely with the new vacancy announcement.

Q4: I already have a resume prepared in CareerConnector. Can I upload it into the USAJOBS system as an attachment?

A: No, you cannot attach your resume, but you can use the information from your current CareerConnector resume to populate the required fields in the USAJOBS resume builder.

Q5: What happens if I don't submit a resume with my personal information when applying for a job?

A: You must complete a USAJOBS resume to apply online for a vacancy. In order to complete the vacancy specific questionnaire, you will be prompted to select the USAJOBS resume you wish to use for your application package.

Q6: Is it possible to have multiple identities in USAJOBS or CareerConnector Recruitment System?

A: No. Your Social Security Number and your USAJOBS user ID number and password identify you in the system. If you have issues accessing USAJOBS with your SSN, please contact USAJOBS Support.

Q7: I don't understand why USAJOBS won't let me in.

A: Please review the procedures for logging into USAJOBS. Instructions are provided on the web site for your assistance. Remember, you must be a registered user of USAJOBS before you can apply for CareerConnector jobs, and your user id and password are case sensitive. Your CareerConnector ID will not allow you to login to USAJOBS.

Q8: If the system only accepts online applications, how do I send other required documents, such as my college transcripts, SF-50's, etc.?

A: Supporting documentation will be sent to the hiring agency outside of USAJOBS. Follow the directions listed under the "Required Documentation" section of the vacancy announcement. Instructions may vary from vacancy to vacancy.

Q9: I am uncomfortable using my Social Security Number (SSN) to establish my account in the system. Is there any way I can apply for a position online without my SSN?

A: No. Your SSN is one of the few reliable means that government agencies have of distinguishing one applicant from another.

Q10: How is the confidentially of my Race and National Origin data protected?

A: Applicants have the option to voluntarily and confidentially enter demographic information when initially registering in CareerConnector. To ensure the candidate's anonymity, the data is immediately encrypted and cannot be tied to a specific candidate.

Q11: Is there any way I can see which positions I have applied for or find out the status of these vacancies?

A: There are three methods for tracking your applications.

First, you can print the application confirmation screen from USAJOBS when you complete the application process.

Second, you can request to receive a copy of your responses to the application questions and a copy of your resume when you finish applying for jobs in CareerConnector.

Third, you can check individual application information within your account on USAJOBS. When requesting assistance from a Human Resource Specialist, please have the vacancy announcement number and title of the position available.

Q12: If your application is designated as "Searchable" does that grant unlimited access by everyone?

A: No, your resume in USAJOBS is only searchable by HR Specialists. Registering with USAJOBS allows applicants to expand their marketability. When a resume is designated as searchable, Federal department HR specialists can identify candidates with requisite skills needed for their respective position and notify them of potential vacancy matches.

Q13: If you register with other Federal online application systems, can you sign on to USAJOBS using the same logon and password from other Federal application systems?

A: No, even though multiple agencies use the QuickHire online application product, you will need to create a separate login for your USAJOBS account. Some agencies use USAJOBS as a vehicle to post vacancies, but link to separate application systems once you click to apply online. CareerConnector is now interlinked directly with USAJOBS.

Q14: Is making the resume non-searchable and confidential the same thing?

A: No, Searchable resumes allow recruiters to find your resume, non-searchable resumes are kept private. Searchable and non-searchable resumes can be confidential. If you select your resume to be confidential, your name, current job and references will be hidden from recruiters. Recruiters who find your resume will contact USAJOBS, who in turn will forward the recruiter's message to the email address you've provided in USAJOBS. If you apply online with a confidential resume, ALL contact information will be invisible to the recruiter.

Q16: Should an applicant retain a copy of his/her application once complete?

A: Yes, applicants should retain all copies of the application process for their records including the vacancy announcement, resume, and application confirmation page. Applicants may select to have a full copy of their application emailed to them upon finishing the vacancy

specific questions in CareerConnector.

Q17: How can applicants upload attachments to the resume?

A: USAJOBS allow you to add supplemental information, up to 22,000 characters while in the resume builder section. Currently, there is no functionality which allows you to upload attachments to your online application. If applicants wish to copy and paste resumes, it is advisable to convert your material to "Plain Text" in lieu of the common "Rich Text".

Q18: If my USAJOBS account is deactivated, can it be reactivated?

A: USAJOBS accounts are deactivated after 18 months of inactivity. If your account has been deactivated, you should create an entirely new resume. It is to your advantage to update your resume at least twice a year to maintain your marketability and to avoid deactivation.

Q19: Will the system work with all browser types?

A: USAJOBS supports Netscape and Internet Explorer Versions 5.x and above on Windows, as well as Safari 1.0 and above on the Mac.

Q20: Can I have a search agent search for all or multiple locations?

A: Yes, you may have your search agent look for one or multiple locations. Simply click on your selection and while holding the "Ctrl" button, select the additional locations. On the Mac, hold the "Apple" key and click on your desired options.

Q21: If you are halfway through your application and have to stop, will the system save your input?

A: Yes, your responses will be saved provided you click the "save" icon at the bottom of each page prior to leaving the system. Clicking on other USAJOBS tabs during the application process will not save your information. To complete the application from where you left off, you must search for the announcement vacancy, click "Apply Online", Login to USAJOBS to retrieve and select your desired resume, and continue with the application process. NOTE: Any alterations to your application will be overwritten once you click save.

For additional FAQs for applicants, please see the USAJOBS page at:
http://www.usajobs.opm.gov/